

SECTION 2. RECORDS SCHEDULES AND DISPOSITION AUTHORITIES WITH RETENTION PERIODS OF LESS THAN 75 YEARS

This list also clarifies the list distributed on October 23, 1991, which implemented the moratorium on the destruction of records useful for epidemiologic or health studies. For the past thirty-one months, the Office of Health Studies has conducted detailed reviews of DOE site records retained under the moratorium. These reviews have enabled the Office of Health Studies to determine a number of disposition authorities with retention periods of less than 75 years which are not useful for identifying records useful for health studies. These disposition authorities are listed below. Records scheduled under the disposition authorities listed below may revert to normal retention periods.

RECORDS SCHEDULED UNDER THE FOLLOWING NARA GENERAL RECORDS SCHEDULES DISPOSITION AUTHORITIES:

Civilian Personnel Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
1	8	Employee Interview Records
1	11	Position Identification Strips
1	26b	Personnel Counseling Records, Alcohol and Drug Abuse Programs
1	28 a1&b	Labor Management Relations Records
1	35a&b	Denied Health Benefits Claims

Procurement, Supply and Grant Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
3	1a&b	Real Property Files

Property Disposal Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
4	4	Real Property Files

Motor Vehicle Maintenance and Operation Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
10	7	Motor Vehicle Operator Files

Space and Maintenance Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
11	4	Credentials Files

Communications Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
12	6h	Mail and Delivery Service Control Files

Cartographic, Aerial Photographic, Architectural, and Engineering Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
17	3	Architectural Drawings
17	5	Contract Negotiation Drawings
17	6	Space Assignment Plans

Security and Protective Services Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
18	16 a&b	Key Accountability Files
18	17 a&b	Visitor Control Files
18	22 a b, c	Personnel Security Clearance Files (Completed PSQs, however, must be retained)

Audiovisual Records

<u>GRS</u>	<u>Item</u>	<u>Series Title</u>
21	2	Personnel Identification or Passport Photographs

**RECORDS SCHEDULED UNDER THE FOLLOWING DOE RECORDS SCHEDULES
DISPOSITION AUTHORITIES:**

Industrial Facility Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
2	6a	Production Equipment Inventory Control Records

Facility Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
4	1a	Facility Inventory Records

Equipment Control, Maintenance, and Operations Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
6	1	Equipment History Files

Legal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
7	5	Employee Patent Agreement Forms

Property Disposal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
9	1	Surplus Property Precedent Case Files
9	2	Property Disposal Case Files
9	3	Excess Real Property Reports
9	5	Records of Transfer of Nuclear Materials for Research

Design and Construction Drawings and Related Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
14	5	Finding Aids

**RECORDS SCHEDULED UNDER THE FOLLOWING DOE 1324.2A DISPOSITION
AUTHORITIES:**

Facility Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
4	1a	Facility Inventory Records

Equipment Control, Maintenance, and Operations Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
6	1	Equipment History Files

Legal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
7	5	Employee Patent agreement Forms

Property Disposal Records

<u>Schedule</u>	<u>Item</u>	<u>Series Title</u>
9	2	Property Disposal Case Files
9	3	Excess Real Property Reports

**RECORDS SCHEDULED UNDER THE FOLLOWING DOE 1324.2 SCHEDULES
(SUPERSEDED) DISPOSITION AUTHORITIES:**

DOE Schedules (ERS)

Personnel Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
1	8	Employee Interview Records
1	11	Position Identification Strips
1	27b	Personnel Counseling Records, Alcohol and Drug Abuse Program
1	29 a1&b	Labor Management Relations Records

Procurement, Supply, and Grant Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
3	2 a&b	Real Property Files

Property Disposal Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
4	2	Real Property Disposal Case Files
4	7	Real Property Files

Motor Vehicle Maintenance and Operations Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
10	7	Motor Vehicle Operator Files

Space and Maintenance Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
11	4b	Credentials Files

Communications Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
12	5h	Mail and Delivery Service Control Files

Facility Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
15	1a	Facility Inventory Records

Security and Protective Services Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
18	17	Key Accountability Files
18	18a&b	Visitor Control Files
18	20a	Guard Service Control Files
18	23&24a	Personnel Security Clearance Case Files (Completed PSQs, however, must be retained)

Design and Construction Drawings and Related Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
22	5	Finding Aids

Equipment Control, Maintenance, and Operation Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
23	1b	Equipment Control Records

Legal Records

<u>ERS</u>	<u>Item</u>	<u>Series Title</u>
26	5	Employee Patent Agreement Forms

Contractor Records Schedules (CRS)

Personnel Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
1	8	Employee Interview Records
1	11	Position Identification Strips
1	27b	Personnel Counseling Records, Alcohol and Drug Abuse Programs
1	29a&b	Labor Management Relations Records

Motor Vehicle Maintenance and Operations Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
10	7	Motor Vehicle Operator Files

Space and Maintenance Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
11	4b	Credentials Files

Communications Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
12	6h	Mail and Delivery Service Control Files

Facility Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
15	1a	Facility Inventory Records

Security and Protective Services Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
18	17	Key Accountability Files
18	18a&b	Visitor Control Files
18	20a	Guard Service Control Files
18	24	Personnel Security Clearance Status Files (Completed PSQs, however, must be retained)

Design and Construction Drawings and Related Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
22	5	Finding Aids

Equipment Control, Maintenance, and Operation Records

<u>CRS</u>	<u>Item</u>	<u>Series Title</u>
23	1b	Equipment Control Records